

CONTRACT BETWEEN LOWER ALLOWAYS CREEK
BOARD OF EDUCATION AND LOWER ALLOWAYS CREEK
SUPPORT STAFF ASSOCIATION

ARTICLE I

RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all support staff including:

- a. Aides
- b. Bus Drivers
- c. Maintenance Employees
- d. Bus Mechanic

Excluded from the Association are any support staff employee working less than five-hundred (500) base hours, employees in the Board of Education Office and any other position that is designated as confidential in nature.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws, 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of support staff employment. Such negotiations shall begin in accordance with guidelines adopted by P.E.R.C. Any agreement so negotiated shall apply to all employees, be reduced in writing, be signed by the Board of Education and the Association and be adopted by the Board.
- B. Modification - This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

- A. Definition - A grievance shall be defined as a difference or dispute between the parties relative to an alleged violation of the provisions of this agreement. A grievance, to be considered under this procedure, must be initiated in writing within fifteen (15) calendar days from the date when the grievant knew or should have known of its occurrence.

B. Procedures -

1. Level One - Chief School Administrator

A grievance shall first be filed with the Chief School Administrator. The Chief School Administrator shall render a decision on the grievance within five (5) school days after the grievance is filed with him.

2. Level Two - Board of Education

If the grievance is not resolved to the grievant's satisfaction, he/she, no later than five (5) school days after receipt of the Chief School Administrator's decision, may appeal same to the Board of Education. This appeal to the Board of Education must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss or inconvenience; (c) the results of previous discussions; (d) his dissatisfaction with the decision previously rendered. The appeal shall be submitted to the Board of Education through the Chief School Administrator. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, or at the request of the employee grievant, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and the Association within thirty (30) calendar days of receipt of the appeal by the Chief School Administrator or if a hearing is held, within twenty (20) calendar days of the date of the hearing. The hearing referred to herein shall be held within thirty (30) calendar days after receipt of the appeal notice.

3. Level Three - Arbitration

If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within the time limits established in Paragraph 2 hereof, he may, within fifteen (15) calendar days after the decision is rendered or the expiration of the time limits for a decision by the Board, whichever applies, request in writing that the grievance be reviewed by a third party. The following procedure will be used to secure the services of a third party arbitrator: Within ten (10) school days after written notice of the request to submit the grievance to arbitration, the Board and the Association shall attempt to agree on a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment, a joint request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question. The parties shall comply with the arbitration rules and regulations of the Public Employment Relations Commission.

The decision of the arbitrator shall be in writing and shall be submitted to the Board and the Association simultaneously. The decision of the arbitrator shall be advisory.

The cost for the services of an arbitrator, including per diem expenses, if any, and the actual necessary travel, subsistence expenses and the cost of the hearing room, if any, shall be borne equally by the Board and the Association. Any other expenses shall be borne by the party incurring same.

C. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public.

ARTICLE IV
EMPLOYEE RIGHTS

- A. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates as provided by statute.
- B. Whenever any employee is required to appear before any Administrator or the Board regarding a disciplinary hearing, he shall receive advance written notice and be entitled to a representative of his own choosing.
- C. No employee shall be discharged, suspended, disciplined, reprimanded, reduced in rank or compensation without just cause.
- D. Employees covered under this agreement shall be notified of their contract and salary status for the ensuing school year no later than June 30th.

ARTICLE V
RIGHTS OF THE BOARD OF EDUCATION

The Board of Education reserves to itself the sole authority and jurisdiction over matters of policy. The Board retains the right, in accordance with applicable laws and subject only to the limitations imposed by this agreement, to:

- (a) Direct employees of the School District
- (b) Hire, promote, transfer, assign and retain employees in positions in the School District and when the Board of Education finds cause, to suspend, demote, discharge or take other disciplinary action against employees
- (c) Relieve employees from duty because of lack of work or other legitimate reasons
- (d) Maintain the efficiency of the School District operations entrusted to it
- (e) Determine the methods, means and personnel by which such operations are to be conducted
- (f) Take whatever actions may be necessary to carry out the mission of the School District in case of emergency

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, any information in the public domain regarding financial data and resources of the District. The Board will also make available information, which may be necessary for the Association to process any grievance. The Board will require the Association to reimburse the Board for reasonable photocopying expenses.
- B. The Association and its representatives shall have the right to use the school building at all reasonable hours for meetings after school hours. Approval shall be required by the Chief School Administrator or his designee.
- C. Use of School Equipment - Subject to the Chief School Administrator's approval, the Association shall have the right to use school facilities (with the exception of the Administrative and Board Secretary's offices) and equipment (with the exception of the kitchen) including computers, printers, copiers, calculators and all types of audio-visual equipment at reasonable times after school hours when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.
- D. Mail Boxes - The Association shall have the right to use the inter-school mailboxes of unit members only as it deems necessary.

ARTICLE VII

SALARIES

- A. Salary Schedule - The salary formula for bus drivers is set forth in Schedule "A" which is attached hereto and made a part thereof.

The salary of all other employees covered under this agreement is set forth in Schedule "B" or Schedule "C" (new employees) which are attached hereto and made a part thereof.

- B. Method of Payment - 12 Month Employees - Twelve (12) month employees covered under this agreement shall be paid in twenty-four (24) semimonthly installments and payday shall fall on the fifteenth (15) and thirtieth (30) of each month.
- C. Method of Payment - 10 Month Employees - Ten (10) month employees covered under this agreement shall be paid in twenty (20) equal installments on the fifteenth (15) and thirtieth (30) of each month.
- D. Exceptions - When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.

- E. Credit Union - Each employee may individually elect to have a designated percentage of his salary deducted from each pay under the rules of the district's designated Credit Union.
- F. Direct Deposit - All contracted employees are required to have their paycheck direct deposited into a bank account of the employee's choice. Delays resulting from an employee's bank schedule, or its policy on direct deposit, including when funds are posted and available, are not the responsibility of the Board. The District is not responsible for charges assessed to an employee resulting from errors in bank transmission, for the employee's premature withdrawals of funds, or for any charges that an employee's bank may apply to such direct deposit services.

ARTICLE VIII

TEMPORARY LEAVE OF ABSENCE

Employees covered under this agreement shall be entitled to the following temporary non-accumulative leaves of absence with full pay each year, subject to the conditions set forth below:

- A. Personal - Personal leave of absence shall be for personal, legal, business, household or family matters which cannot be conducted other than during normal school hours. Any request for a personal leave of absence must be submitted to the Chief School Administrator on the appropriate form at least three (3) school days prior to the date of the anticipated absence, except in cases of emergencies. All personal days must be approved by the Chief School Administrator, but such approval shall not be unreasonably withheld. No more than one (1) employee per classification shall be entitled to a personal leave on the same day. For the purposes of this paragraph, the employee classifications are aides, bus drivers, custodial/maintenance employees and bus mechanic.

Twelve (12) month employees shall be entitled to three (3) personal days.

Ten (10) month employees shall be entitled to three (3) personal days.

Two (2) personal days may be carried over to the next school year. Only two personal days carry-over is allowed in any one year, non-cumulative.

Personal days for part-time and full-time staff employed for less than a full year shall be pro-rated.

- B. Bereavement - Up to five (5) consecutive school days at any one time in the event of the death of any employee's immediate family including the following: spouse, civil union or domestic partner, parent, child, grandchild, brother, or sister. Up to three (3) consecutive school days at any one time in the event of death of any employee's son-in-law, daughter-in-law, father or mother-in-law, immediate brother or sister-in-law, or immediate grandparents. Bereavement leave shall commence the day after the death of the family member.

- C. Funeral - One (1) day shall be granted for the purpose of attending the funeral of grandparent of a spouse or brother or sister-in-law not included in B above.
- D. Good Cause - Other leaves of absence may be granted by the Board for good reason, with or without pay at Board's discretion.

ARTICLE IX

SICK LEAVE

- A. Twelve (12) month employees covered under this agreement shall be entitled to one (1) paid day of sick leave per month during the term of this contract. Unused sick leave days are accumulative with no maximum limit. Sick leave for part-time and full-time staff employed for less than a full year shall be pro-rated.
- B. Ten (10) month employees covered under this agreement shall receive ten (10) paid sick days per year. Unused sick leave days are accumulative with no maximum limit. Sick leave for part-time and full-time staff employed for less than a full year shall be pro-rated.

ARTICLE X

WORK DAY

A. Normal Work Day

1. The normal workday for all twelve (12) month employees shall consist of eight (8) hours per day and forty (40) hours per week. The workday of eight (8) hours shall include a one-half (1/2) hour paid lunch period.

Option: Summer hours may be as follows for custodial/maintenance employees and bus mechanic: Four (4) days of ten (10) hours each per week.

This constitutes a normal workweek and will be paid at the normal hourly rate. This is limited to the first full week after school through the last full week before school starts.

The Board of Education reserves the right to change summer hours at its sole discretion.

2. The normal workday for all ten (10) month employees shall be established by the Board based on need.
- B. Overtime Compensation - Employees covered under this agreement shall be compensated at one and one-half (1 1/2) times their normal hourly rate for work performed above forty

(40) hours per week or over eight (8) hours per day. All additional workdays and overtime shall be at the request of the Chief School Administrator. Nothing herein precludes mutual substitution of compensatory time for such overtime.

For special events, at the direction and with prior approval of the Board, cafeteria employees/cafeteria aides shall receive one and one-half (1 1/2) times their hourly rate for the hours worked beyond 35 hours, except those employees who were hired by the Board prior to July 1, 1997. (Grandfathered)

- C. Call-in - Any custodial/maintenance person or bus mechanic called in for an emergency (i.e. burglar alarm, bus emergency) shall receive two (2) hours pay at his regular hourly rate of pay for each "call-in". For any call-in which extends beyond two (2) hours, any additional time will be compensated at one and one-half (1 1/2) times his regular hourly rate. Nothing herein precludes mutual substitution of compensatory time for such time.

If the emergency involves failure of a freezer and the responding custodial/maintenance employee deems it necessary, he will notify the Chief School Administrator and call in appropriate cafeteria personnel.

ARTICLE XI

WORK YEAR AND VACATION

- A. The work year for employees employed on a ten (10) month basis shall be one hundred and eighty (180) days.
- B. All bus drivers shall be required to attend any scheduled in-service training sessions or workshops during each school year. The Board shall determine the number, time and content of said workshops or training sessions, which shall generally be directed toward safer, more efficient operations. All employees attending Board scheduled in-service training sessions or workshops shall be compensated by the Board of Education at their regular hourly rate of pay.

Any employee who submits a request and whose request is approved by the Administration, is entitled to one day of job related training per year. He/she shall be compensated by the Board of Education at his/her regular hourly rate of pay.

- C. Vacation - The work-year for twelve (12) month employees shall be between July 1 and June 30 and provide for a paid vacation as outlined below:
- a. After 1 year service - 1 week vacation
 - b. After 2 years service - 2 weeks vacation
 - c. After 5 years service - 3 weeks vacation
 - d. After 10 years service - 3 weeks and 3 days vacation
 - e. After 15 years service - 4 weeks vacation
 - f. After 22 years service – 5 weeks vacation

Any employee may bank up to one week of vacation.

Said vacation may be taken only with two (2) weeks advance notice, in writing, and the approval of the Chief School Administrator and is not to be unreasonably withheld.

No employee has any rights to vacation until said employee has been employed for one (1) year by the Board of Education.

ARTICLE XII

HOLIDAYS

A. Twelve (12) month employees covered under this agreement will receive the following paid holidays:

- a. New Year's Day
- b. Lincoln's Birthday or floating holiday if school is in session
- c. Washington's Birthday
- d. Good Friday
- e. Memorial Day
- f. Independence Day
- g. Labor Day
- h. Veteran's Day
- i. Thanksgiving Day and Friday after
- j. Christmas Day
- k. Day before Christmas
- l. Other Floating Holidays – Martin Luther King Day, the day after Christmas, or the day after Easter as a paid holiday in addition to the list above (choose one).

Floating Holiday to be defined as follows: If school is in session on the Lincoln's Birthday Holiday, and 12 month support staff employees are required to work on this day, then that holiday may be taken by those support staff members any other day of that year, to be used after Lincoln's Holiday by June 30th of the present year. The 12-month support staff member may take Lincoln's Birthday as a holiday if a substitute is available.

Minimum of two (2) people must be working if school is in session for a 12 month employee to take a floating holiday.

If school is closed and a minimum of two custodians desire to work this day, they may take this holiday any other day during that year, by June 30th.

B. If the administration finds it necessary for a unit member to work on days listed above, the unit member's time shall be computed at one and one-half (1 1/2) times his regular rate for the hours worked, excluding Lincoln's Birthday.

ARTICLE XIII

VACANCIES

All vacancies, including newly created positions or those vacated due to promotions or resignations, are to be posted so that all support staff are aware of the openings. The President of the Association shall receive a copy of posted notices. Any support staff member who wishes the opportunity to apply for the open position should apply for said position within five (5) days of the announcement.

ARTICLE XIV

PERSONNEL FILES

An employee shall be permitted to review, upon request, the contents of his/her personnel file. The review of said personnel files shall take place in the presence of the Chief School Administrator or his designee at a time convenient to both the employee and the Chief School Administrator or his designee. An employee may request copies of the contents of his/her file and shall bear the cost of such photocopies.

ARTICLE XV

ADDITIONAL BENEFITS

BENEFITS

All employees who were employed by the Board prior to July 1, 1997 shall continue to be entitled to receive those benefits pursuant to the contract between the parties as it existed prior to July 1, 1997: i.e. they shall be "grandfathered."

If any grandfathered employee's hours are reduced to below twenty (20), then that employee will lose this benefit, but will again be eligible when the hours reach 20.

Any employee who does not qualify for the benefits herein set forth shall be entitled to purchase said benefits at his or her own cost and expense pursuant to Board designated and provided group plans so long as the self-payment is not prohibited by the group plan(s) itself.

All employees hired after July 1, 1997, shall be eligible for applicable benefits as herein set forth at Board expense

A. PHYSICAL EXAMINATIONS

The Board will reimburse the employee for the total cost of the exam, less any health insurance contribution upon receipt of proper documentation.

B. HEALTH INSURANCE

The Board shall provide health care insurance protection and prescription drug benefits at a level that is equal to or better than that provided by the coverage in effect on June 30, 2014. The Board shall have the right to designate the insurance carrier.

The Board shall provide health care insurance protection for the following employees:

- a. Aides with thirty-five (35) hours per week minimum
- b. Bus Drivers with thirty-five (35) hours per week minimum
- c. Custodial/Maintenance employees with forty (40) hours per week
- d. Bus Mechanic with forty (40) hours per week

The Board shall pay the full premium for each employee whether individual or family. All employees will contribute a minimum of 1.5% of their contracted salary or the rates set forth in accordance with State law, currently P.L. 2011, Chapter 78, whichever is greater, towards the cost of health and/or prescription benefits.

Employees who were hired by the Board prior to July 1, 1997 shall be grandfathered in accordance with paragraphs 1 and 2 of this article.

Staff newly hired after the 2009-2010 year, shall be insured only individually. A staff member who is covered individually may elect to pay the additional cost for Parent/Child, Member & Spouse/Domestic Partner or Family coverage.

C. DENTAL INSURANCE

The Board shall provide Dental Insurance coverage at a level that is equal to or better than that provided by the coverage in effect on June 30, 2014. The Board shall have the right to designate the insurance carrier. The Board shall provide dental insurance coverage to the following employees:

- a. Aides with thirty-five (35) hours per week minimum
- b. Bus Drivers with thirty-five (35) hours per week minimum
- c. Custodial/Maintenance employees with forty (40) hours per week
- d. Bus Mechanic with forty (40) hours per week minimum

The Board shall pay the full premium for each employee whether individual or family.

Employees who were hired by the Board prior to July 1, 1997 shall be grandfathered in accordance with paragraphs 1 and 2 of this article.

Staff newly hired after the 2009-2010 year, shall be insured only individually. A staff member who is covered individually may elect to pay the additional cost for Parent/Child, Member & Spouse/Domestic Partner or Family coverage.

D. OPTICAL BENEFIT

Commencing July 1, 1997, the Board will pay up to \$250.00 annually per unit employee for vision care upon presentation of proper documentation. Bills may be submitted for the employee, spouse and legal dependent(s). This benefit shall extend to all unit members covered under this contract.

Employees who were hired by the Board prior to July 1, 1997 shall be grandfathered in accordance with paragraphs 1 and 2 of this article.

E. CLOTHING ALLOWANCE

The Board shall provide five shirts per year to each custodial/maintenance employee.

F. TOOLS

As of July 1, 1997, any tools purchased by the Board of Education are the property of the Board of Education.

G. LICENSE RENEWAL

The Board shall reimburse any employee in this unit for any costs associated with the renewal of licenses as required by the Board of Education as part of the employee's position. Renewals for substitutes will also be paid as long as they are on an active substitute list.

H. RETIREMENT ALLOWANCE

Any employee who has been employed by the Board for Twenty (20) or more years of service, shall be eligible for a special retirement allowance of \$40.00 per day for each day of accumulated sick days existing on the final day of employment, up to a Cap of \$4,000.00. A mutually agreeable method of such payment shall be established. In order to be eligible for a special retirement allowance, the employee must provide written notice to the Board no later than January 30 of the school year preceding the school year when the retirement of the employee first takes effect. If the employee fails to provide timely written notice of retirement, the retirement allowance shall be paid in the next following fiscal year.

I. TUITION/WORKSHOPS

- a. Tuition/Registration Expenses – will be reimbursed for any courses or workshops necessary to fulfill mandated requirements or certifications within an employee's job classification. The reimbursements will be 100% of costs; not to exceed the current tuition rates of the local community college. Enrollment must have prior approval of the Board. The reimbursement will be paid after proof of successful course completion is provided to the Board.
- b. Under-Graudate/Post-Graudate Courses. The Board will reimburse eighty (80%) percent of tuition costs, as determined by the lesser of actual cost or Rowan University rate, up to twelve (12) credits per year. Courses must have prior approval of the Chief School Administrator. Payment will be made upon submission of a transcript showing successful completion of the course with a "C" or better. Reimbursement for courses taken in the spring semester shall be provided to employees who have been offered and who have accepted a contract to work in the Lower Alloways Creek School District for the coming school year. Tuition reimbursement is only available to staff after they have completed two full years and have begun their third year in the district. All courses must be in teacher related fields. Tuition reimbursement shall have a district cap of \$10,000.00 per year. Any member who resigns from the district shall reimburse the Board for the cost of all courses which have been taken within one (1) year of the date of resignation.
- c. Time – If a required course or workshop is only offered outside of an employee's regular work hours, the Chief School Administrator may adjust the employee's schedule to accommodate the course or workshop schedule.
- d. Testing Fees – the Board will reimburse testing fees incurred by an employee to obtain a required certification. Proper documentation will be provided to the Board prior to reimbursement.
- e. Mileage Reimbursement - Where attendance at a meeting away from school is required by the Board as a part of a staff member's job and where prior approval is obtained, the Board agrees to reimburse the driver at a rate consistent with the **Office of Management and Budget (OMB) circular and regulations (Chapter 23A, Subchapter 7 of the Accountability Regulations)**. In instances where more than one staff member is attending the same meeting, car-pooling shall be required and the Board will be required to reimburse solely the driver. The regularly traveled home to school roundtrip mileage is to be deducted from the mileage reimbursement submission.

J. Health Insurance/Dental Waiver

Effective July 1, 2010, any employee may elect to receive 20% of the least expensive insurance premium plan offered by the Board as payment for declining health care and/or dental coverage upon furnishing proof that they are covered under another health care or dental plan. Such employees making this election shall be enrolled immediately in the health care plan of the employee's choice, as long as it is a plan provided by the Board,

upon loss of this duplicate coverage, if one of the seven (7) life changing conditions as specified below occurs:

1. Death of spouse
2. Divorce
3. Changing in number of dependents
4. A termination of employment
5. A reduction in hours of employment
6. Reduction of health insurance benefits by spouse's employer to eliminate dependent coverage
7. Cancellation of health insurance benefits by spouse

This 20% stipend shall be paid at the rate of the plan the employee was enrolled in or would be entitled to receive. The 20% stipend shall not exceed a cap of \$4,000.00. Payment shall be made in 20 semi-monthly installments.

ARTICLE XVI

AGENCY SHOP PROVISION

A. Affiliated Dues Deduction from Salary

The Board agrees to deduct local and affiliated dues for the Lower Alloways Creek Education Association, the Salem County Education, the New Jersey Education Association, and the National Education Association, from the salaries of employees, upon request, in compliance with Chapter 233, N.J. Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under the rules and regulations of the New Jersey State Department of Education pertaining thereto.

B. Representation Fee

1. Purpose of Plan

If a bargaining unit member does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association or majority representative.

2. Amount of Fee

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its members for that membership year. The representation fee to be paid by non-members shall not exceed 85% of that amount.

The Association will certify to the Board, prior to the start of each membership year, that the amount of the representation fee to be assessed does not exceed 85% of dues, fees and assessments that are expended, (a) for partisan, political, or ideological activities or causes that are only incidentally related to terms and conditions of employment, or (b)

applied toward the cost of benefits available only to members of the majority representative.

3. Deduction and Transmission of Fees

The Board agrees to deduct from the salary of any bargaining unit member who is not a member of the Association for the current membership year the full amount of representation fee set forth in Article XXlii Section B above and promptly transmit the amount so deducted to the Association. The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each bargaining unit member during the remainder of the membership year in question. The deductions will begin thirty (30) days after the bargaining unit member begins his or her employment in a bargaining unit position.

4. Demand and Return System

The Association, before any deductions are made, will first establish a demand and return system. This system will provide that a non-union member may appeal the amount of the representation fee assessed against him/her. The Association will provide the non-member with a full and fair hearing, and has the burden of proof in justifying the amount of the fees. Non-members who are dissatisfied with the outcome of their appeal at the local level may appeal further.

5. Indemnification and Save Harmless Provision

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article.

6. Termination of Employment

If a bargaining unit member who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said bargaining unit member during the membership year in question and promptly forward same to the Association.

The procedure explained above will apply to all Association members and not just to those who pay a representation fee. This statement is meant to provide equal treatment for Association and non-Association members. The Board will endeavor to comply with the foregoing, but the Board shall not be liable to the Association for any deductions under this paragraph that it fails to make.

7. Mechanics: Except as provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

C. Certification

The Association shall certify to the Board, in writing, prior to August 1, the current rate of membership dues for the coming school year.

D. Payroll Forms

The Association will secure the signature of its members on payroll deduction forms and deliver

the signed forms to the Board. Any such written authorization may be withdrawn by the employee by his/her filing notice of withdrawal with the Board. The filing of said notice of withdrawal shall be effective to halt deductions as of January 1 or July 1 next succeeding the date on which the notice of withdrawal is filed.

E. Notification to Non-Members

It shall be the responsibility of the Association to notify bargaining unit members who do not choose to be full Association members of the terms of the Agency Shop provision which require the payment of the representation fee.

ARTICLE XVII

JOB SECURITY

In the event of a reduction in force affecting any person employed under the terms and conditions of this contract, employees shall be terminated on the basis of seniority, those with the least seniority in a job classification being first terminated. Such terminated persons shall be placed on a preferred eligibility list for a period of one (1) year from the date of termination. If a vacancy shall occur in the job classification of the employee during said one (1) year period, the terminated employee shall have the first right to be employed in said position. "Job classifications" for the purpose of this Article shall be bus driver, bus aide, classroom aide, cafeteria aide, bus mechanic, custodial/maintenance employees.

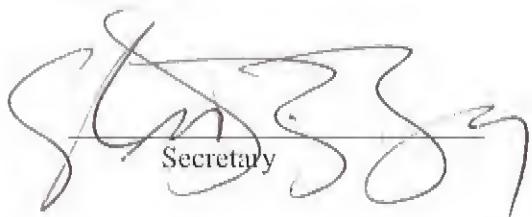
ARTICLE XVII

TERM OF AGREEMENT

This Agreement shall be effective July 1, 2014 to June 30, 2017 and shall govern the terms and conditions of employment for the employees described in Article I for the period.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals this 16 th day of September, 2014.

ATTEST:



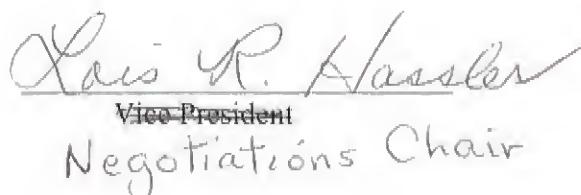
Lois R. Hassler
Secretary

LOWER ALLOWAYS CREEK
BOARD OF EDUCATION



Walter A. Hilt
President

ATTEST:



Lois R. Hassler
Vice President
Negotiations Chair

LOWER ALLOWAYS CREEK
SUPPORT STAFF ASSOCIATION



Swan C. Manjila
President

SCHEDULE "A"

SALARY INCREASES

2014-15	2.5%
2015-16	2.4%
2016-17	2.3%

The agreed to percentage is exclusive of the minimum salary increase

SCHEDULE "B"

<u>Paraprofessionals</u>	<u>14-15</u>		<u>15-16</u>		<u>16-17</u>	
	<u>hourly</u>	<u>rate</u>	<u>hourly</u>	<u>rate</u>	<u>hourly</u>	<u>rate</u>
Heather Morrissey	13.89	\$14,376.15	14.37	\$14,872.95	14.84	\$15,359.40
Megan Strang	11.00	\$11,385.00	12.00	\$12,420.00	13.00	\$13,455.00
Kellie Mitchell	11.00	\$11,385.00	12.00	\$12,420.00	13.00	\$13,455.00

<u>Bus Drivers</u>	<u>14-15</u>		<u>16-17</u>	
	<u>hourly</u>	<u>rate</u>	<u>hourly</u>	<u>rate</u>
Denise Bradway	28.01	28.83	29.64	
Wendy Guth	25.73	26.50	27.25	
Allison Turner	17.62	18.19	18.75	

SCHEDULE "C"

STARTING SALARIES FOR PERSONS EMPLOYED

For the term of this contract, July 1, 2014 to June 30, 2017, the starting salaries will be:

EMPLOYEE

	<u>14/15</u>	<u>15/16</u>	<u>16/17</u>
Custodial/Maintenance:	\$10.00	\$10.00	\$10.00
Cafeteria Aides:	\$9.00	\$9.00	\$9.00
Classroom Aides/Paraprofessionals:	\$11.00	\$12.00	\$13.00
Bus Drivers:	\$13.00	\$13.00	\$13.00
Bus Aide	\$9.00	\$9.00	\$9.00
Bus Mechanic	\$14.00	\$14.00	\$14.00

The above listed starting salaries are minimum starting salaries. The Association agrees that the Board shall have authority to negotiate higher starting salaries directly with individual employees based upon qualifications, experience, etc. In no event, however, shall a starting salary be less than the above-described minimums. Current contracted employees will not earn less than the starting salary for their classification.